

This is not an all-inclusive list of reportable income or deductions and is not to be construed as tax advice.

It is a guide to help you gather the information we need to prepare your tax returns. Please consult

[IRS Publication 17 for more information.](#)

For 2023 tax year

If we prepared your return for 2022 and you would like a tax organizer specific to you, please contact us.

We will be happy to upload one to our Secure Portal.

BCD Income Tax & Accounting LLC

www.bcdtax.com

205 West Dixon Boulevard, Shelby, NC 28152 704-481-0223

TAX RETURN PREPARATION CHECKLIST

WHAT TO BRING:

- W-2 forms (all copies) _____
- 1099-INT forms _____
- 1099-DIV forms _____
- 1099-R forms _____
- Other 1099 forms _____
- State income tax refunds _____
- Unemployment compensation _____
- Social Security Benefits _____
- Capital gains & losses _____
- [Rental income](#) _____
- [Business income](#) _____
- [Farm income](#) _____
- Other income _____
- Barter income _____
- Prizes, awards, etc. _____
- Gambling winnings _____
- Hobby income _____
- 1095A (for Marketplace insurance coverage) _____
- Bitcoin, virtual currency transactions _____
- Sale of assets used in a trade or business including vehicle _____
- Federal estimated tax payments _____
- State estimated tax payments _____

- Foreign Bank Account/property information _____
- All foreign investments/assets held _____
- Gifts to or from foreign persons/entities _____

Exemptions

List name, social security no., date of birth, relationship, & no. of months lived in home
 Bring birth certificates and Social Security cards.

CHILD CARE EXPENSES (Provider's name, address, ID #, and amount paid. Bring receipt.)

K1s from partnerships/Scorps _____

Health Coverage Information _____

New Clients: Copies of past 3 years' tax returns _____

ITEMIZED DEDUCTIONS

(for expenses paid in tax year)

(All deductions must meet IRS rules and regulations for deductibility.)

MEDICAL

- | | | | |
|------------------------------------|-----------|-------------------------------------|-----------|
| Doctor, dentists, etc. | _____ | Long-term care contracts | _____ |
| Hospitals, clinics | _____ | Eyeglasses | _____ |
| Lab. exams, tests | _____ | Contact lens | _____ |
| Medical treatments | _____ | Saline & contact lens solution | _____ |
| Diabetic Supplies | _____ | Insulin | _____ |
| Prescription drugs | _____ | Wheelchairs, walkers, canes | _____ |
| Health & dental ins.(not sec. 125) | _____ | Hearing Aids, batteries | _____ |
| Medical mileage | _____ | Braces | _____ |
| Other | _____ | Less reimbursements by | _____ |
| Less reimb by insurance | (_____) | flex plans, HSAs, MSAs, other, etc. | (_____) |

Note: Your medical expense deduction is limited to the amount that is more than 7.5% of your adjusted gross income.

TAXES

- State Income _____
- Real estate _____

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CASUALTY & THEFT LOSSES

[Bring details. \(Special rules & limits apply.\)](#)

GIFTS TO CHARITY

(Cash, checks, etc.)

Church

United Way _____
Other 501 (c)3 organizations _____
(Please list) _____
501(c)4 Volunteer Fire Departments _____

(Non Cash)

Clothing, furn., etc. _____
[Goodwill](#) _____
[Salvation Army](#) _____
[Samaritan's Purse Shoebox gifts](#) _____
Other (list) _____

Appreciated property _____
Volunteer work (out of _____
pocket expenses & mileage) _____

INTEREST

(Reported on Form 1098)

Mortgage interest _____
(Loan proceeds, or a portion of the proceeds, must
have been used to buy, build or improve your home.)
(May need details, closing statements, even if loan
not originated in tax year.)

(Not reported on Form 1098)

Home mortgage _____
(List name, address & identifying no. of
person or institution you paid.) _____

Mortgage interest _____
(Loan proceeds, or a portion of the proceeds, must
have been used to buy, build or improve your home.)
(May need details, closing statements, even if loan
not originated in tax year.)

(Loan proceeds, or a portion of the proceeds, must
have been used to buy, build or improve your home.)
(May need details, closing statements, even if loan
not originated in tax year.)

Points (bring details) _____
(may need details, closing statements,
even if loan not originated in tax year) _____
Mortgage Insurance Premiums _____
(Note retroactive provisions for 2018.)

Points (bring details) _____

Other Information

College Tuition, Fees, Books, etc.

(Bring 1098T, account statements, receipts for you,
your spouse, and your dependents)

Interest on School Loans _____
529 Plan contributions _____

IRA Contributions (Traditional, ROTH, SEP) _____
[Educator Expenses](#) _____

[Home Energy Improvements -](#) _____
(Note retroactive provisions for 2018.)
[Electric Vehicle Purchase](#) _____

We recommend you keep receipts, cancelled checks, proof of payments, tax documents, income statements and any other supporting documentation used in preparing each year's tax returns for at least 7(seven) years [from the date you filed the return. These records may be required by the STATE and/or the Internal Revenue Service in the event your tax return is audited. Records related to capital assets and business property must be kept for longer periods.](#) You may also need to keep records for longer periods for other reasons. Capital assets include real property, investment property, collectibles, and personal tangible property, such as vehicles.